

MILPERSMAN 1306-1504

GENERAL ASSIGNMENT WITH THE REGULAR NAVY AND REMOVAL OF TRAINING AND ADMINISTRATION OF RESERVES (TAR) DESIGNATOR

Responsible Office	NAVPERSCOM (PERS-913)	Phone:	DSN	882-4510
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1. **Policy.** Enlisted Training and Administration of Reserves (TAR) personnel may request release from the TAR program by Navy Personnel Command (NAVPERSCOM), Naval Reserve Enlisted Personnel Administrative Branch (PERS-913) to request general assignment recall with the regular Navy. If the request for release from the TAR program is disapproved, NAVPERSCOM (PERS-913) will notify the member in writing of the reason for disapproval. If the request for release from the TAR program is approved, the member's request will be forwarded to NAVPERSCOM, Reserve Enlisted Advancements/Conversion Branch (PERS-812) for adjudication for general assignment recall.

a. If approved for general assignment recall by NAVPERSCOM (PERS-812), member will become USNR (Active), the TAR designator will be removed, and member will be detailed by NAVPERSCOM, Distribution Department (PERS-4).

b. TAR personnel will not be authorized to remove the TAR designator or reenlist USN without release approval by NAVPERSCOM (PERS-913) and an approved request for general assignment recall by NAVPERSCOM (PERS-812).

c. Member must sign a NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry per Exhibit 1, agreeing to remain on active duty contingent upon release from the TAR program.

2. **Eligibility.** Applicants must be within 9 months of their projected rotation date (PRD) and expiration of active obligated service (EAOS). Additionally, personnel must have been serving on active duty at their present duty station for a minimum of 24 months at the time of request and must not be in receipt of permanent change of station (PCS) orders. Personnel approved for general assignment are normally required to remain at their present duty station until PRD.

3. Application Procedures

a. Member submits NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request to NAVPERSCOM (PERS-913) via member's commanding officer (CO). In the "Reason for Request/Amplifying Information/Other Request" block of NAVPERS 1306/7, indicate that request is for general assignment recall. Also indicate in this block any change of rate request, if applicable.

b. Command endorses the application per Exhibit 2 and forwards with the following enclosures:

(1) Copies of applicable NAVPERS 1070/604 (Rev. 7-91), Enlisted Qualifications History.

(2) Copies of NAVPERS 1616/26 (Rev. 7-95), Evaluation Report and Counseling Record for the last 4 years.

(3) Copy of the applicant's DD-214s, (Rev. 2-02), Certificate of Release or Discharge from Active Duty (if applicable).

(4) Copy of physical fitness assessments (current three test cycles).

(5) Physical examination (DD 2807-1 (Rev. 7-01), Report of Medical History, and DD 2808 (Rev. 1-03), Report of Medical Examination) must have been completed within the last 12 months.

(6) HIV results; must have been completed within the last 12 months.

(7) Copy of NAVPERS 1070/613 entry agreeing to remain on active duty per Exhibit 1.

4. Specific Duty Assignment. General assignment requests should not be submitted under conditional terms. Specific duty assignments cannot be guaranteed.

5. Reenlistment in the Regular Navy. Personnel who have been approved for general assignment recall may reenlist in the regular Navy after reporting on board their ultimate general assignment duty station.

6. Request for Officer Commissioning Programs and Special Programs. Requests for officer commissioning programs and special programs (e.g., Selective Conversion and Reenlistment (SCORE), Recruiting Selective Conversion and Reenlistment

(RESCORE), Selective Training and Reenlistment (STAR), Lateral Conversions, Explosive Ordnance Disposal (EOD), Under-water Demolition Teams (UDT), New Construction, and Operation Deep Freeze) will be submitted to NAVPERSCOM (PERS-913). Approval of a member's request for a commissioning program or special program requires removal of the TAR designator and placement under the distribution control of the regular Navy.

7. **Removal of TAR Designation.** A NAVPERS 1070/613 entry per Exhibit 1 agreeing to remain on active duty will be completed as appropriate, and a copy will be attached to the general assignment or special program request. Personnel who are approved for general assignment are removed from the distribution control of the enlisted TAR program and placed under that of the regular Navy.

a. TAR personnel who are approved for general assignment recall have their TAR designator removed and are made available to regular Navy detailing for assignment.

b. TAR personnel who are selected for an officer commissioning program or a special program lose their TAR designation. If disenrolled, either voluntarily or involuntarily, members are made available to regular Navy detailing for assignment.

8. **Reinstatement of TAR Designation.** Personnel who desire reinstatement of their TAR designation must request TAR conversion as outlined in MILPERSMAN 1306-1502. The request must contain pertinent facts and reasons for reinstatement and disenrollment as applicable. Reinstatement is not guaranteed, but will be consistent with the needs of the TAR program, the regular Navy, and the circumstances surrounding disenrollment. Personnel approved for reinstatement must agree to the appropriate service requirement obligations.

EXHIBIT 1

GENERAL ASSIGNMENT STATEMENT OF AGREEMENT

(NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry)

Date: I understand that upon approval of my request for General Assignment by NAVPERSCOM, I will be immediately removed from the enlisted TAR program and placed under the distribution control of the regular Navy. I further understand that my TAR designator will be removed and that it will not be reassigned.

Member's Signature

WITNESSED: _____
Name, Rank and Title of Witnessing Officer

EXHIBIT 2

COMMANDING OFFICER'S ENDORSEMENT FOR
NAVPERS 1306/7 (REV. 1-03), ENLISTED PERSONNEL ACTION REQUEST
(Use proper letter format containing the following.)

From: Commanding Officer,
To: Commander, Navy Personnel Command (PERS-913)

Subj: FIRST ENDORSEMENT ON GENERAL ASSIGNMENT REQUEST ICO

Ref: (a) MILPERSMAN 1306-1504

Encl: (1) Copies of NAVPERS 1070/604s (Rev. 7-91), Enlisted Qualifications History
(2) Copies of NAVPERS 1616/26 (Rev. 7-95), Evaluation Report and Counseling History
(3) Copies of DD-214s (Rev. 2-02), Certificate of Release or Discharge from Active Duty
(4) Copy of Physical Readiness Assessments (current three test cycles)
(5) Physical examination (DD 2807-1 (Rev. 7-01), Report of Medical History, and DD 2808 (Rev. 1-03), Report of Medical Examination)
(6) Copy of NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry
(7) HIV Results

1. Per reference (a), enclosures (1) through (7) are provided.

2. (Commanding Officer's comments.)

3. (Complete mailing address to which recall authority should be mailed and name, telephone number, facsimile (fax) number, and E-mail address of point of contact.)

Commanding Officer's Signature